

Monday, February 24, 2020

Trustees in Attendance: Ken Barthelette, Loretta Hermann, Christa Mitchell (starting at 6:14 p.m.), and Maurine Myers.

Trustee(s) Absent: Heather Davidson.

Also present: DeeDee Brashers; Geri Godber; Brandon Jason; Jon Mendelke; Tory Pegram; Dana Roberts; Don Watson; Tyler and Chris Marion (from Marion Company, LLC/CSG - until 7:15 p.m.); and Devon Gengler and John McNabb from (SAPP Design Architects - until 7:15 p.m.)

The Christian County Library Board of Trustees met in a regular monthly session on Monday, February 24, 2020, at 6:00 p.m. at the Nixa Branch of the Christian County Library in Nixa, MO. President Ken Barthelette presided but also voted to achieve quorum for the Minutes and Bills sections until Trustee Mitchell arrived at 6:14 p.m.

Start Time: 6:00 p.m.

Minutes of the Monday, January 27, 2020 Meeting

Loretta Hermann moved that the minutes of the January 27, 2020 meeting be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hermann: Aye; Trustee Myers: Aye.

Public Comments:

There were no public comments made at this meeting.

Bills

Loretta Hermann moved that the adjusted bills from January 2020 be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hermann: Aye; Trustee Myers: Aye.

Loretta Hermann moved that the estimated bills for February 2020 be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hermann: Aye; Trustee Myers: Aye.

Report of the Executive Director

Loretta Hermann moved that the Director's Report be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Development Minute

Director of Development and Strategic Partnerships Tory Pegram presented the Development Report for February.

Old Business

Branch Expansion Plans with Sapp Design Architects: Selection of Construction Materials Testing & Special Inspection Services

After extensive discussion about pricing and each company's past experiences working with the Library and SAPP Design Architects, Loretta Hermann moved to accept the bid for materials testing and special inspection services from Olsson. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Real Estate Proposal for Hwy 14 Library Land - Right Choice Realtors (Jerry & Kay Fridley, Branson)

Loretta Hermann moved to table this discussion until the March 30th meeting because the presenters were unable to attend. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Report of UNIQUE Services

Executive Director Godber reported that in 2019 \$11,920.07 was recovered, less \$2,856.50 for services rendered.

Bond Investment Plan

Documents were presented to show that the Library again chose the Cavanal Hill Fund, a low risk investment pool consistent with the District's investment policy.

Magic Library Express & Library Usage in Highlandville Area

2019 circulation stats were presented for the Highlandville drop off and pick up location.

The Magic Library Express locker was used from 2013 to 2018 when it stopped functioning, at which time it was put in storage in Ozark. It was then offered for sale twice on GovDeals.com with no bids, and the Board of Trustees was informed in April of 2019 that Executive Director Godber was having trouble selling it.

In late 2019, Executive Director Godber accidentally gave authorization to remove it from the cramped shed and recycle it without getting final approval to do so from the Board of Trustees. She apologized profusely for not securing affirmative consent to discard, and promised to always do so for any future item(s) whose current value is \$3000 or more, per the District's recently revised Library Property Disposal policy.

The Board of Trustees accepted her apology and agreed to review the policy to clarify and revise as necessary at the March 30th meeting.

New Business

Construction Bids and Awarding of Contracts

Christa Mitchell moved to accept the base bid plus all alternates from Marion Company, LLC dba Construction Services Group (or CSG)'s for the construction of the Sparta and Clever branches. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

After concerns about the feasibility of their proposal's completion dates arose, the CSG officials present agreed to a separate "Notice to Proceed" based on a revised construction timeline to be finalized amongst the Library, SAPP Design Architects, and themselves the week of March 2nd.

Electric Bill Reporting

Loretta Hermann moved to table this issue until the March 30th meeting. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Policy Updates:

Homebound Patron Delivery Policy

Loretta Hermann moved to adopt the *Homebound Patron Delivery Policy* as presented. Christa Mitchell seconded. All Trustees present were in favor. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Use of Work Time Policy

Christa Mitchell moved to adopt the *Use of Work Time Policy* as presented. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Transition to Closed Session

At 7:24 p.m. Maurine Myers moved to close the open session. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Maurine Myers then moved to open the closed session. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Closed Session

Discussion of Patron Submission to Two Trustees

After a thorough exploration of and discussion about the submission, the Trustees decided to reply to the patron directly with their findings, then drafted, and unanimously approved a response.

Transition back to Open Session

At 8:06 p.m. Maurine Myers moved to close the closed session. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Loretta Hermann then moved to reopen the public session. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Other New Business

Gratitude from the Executive Director

Executive Director Godber publicly thanked the Trustees for being so supportive during her tenure of the Library and her work on behalf of the District.

Trustee Davidson

The Trustees discussed reaching out to Trustee Davidson to discuss the exciting Library

developments in Sparta and her availability going forward. Trustee Barthlette agreed to contact her.

Adjournment

Maurine Myers moved to adjourn. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

The meeting adjourned at 8:16 p.m.